

**Citibank CB004 form instruction “CITIBANK Government Travel
Card (Individually Billed Account) Setup Form -
Creditworthiness”**

(Also read the instructions on page 2 of the form)

The form can be obtained on the PSC website or from the Citibank website:

PSC website: <http://www.uscg.mil/HQ/psc/govttravelcard/>

Select from the left hand menu “Government Travel Charge Card Program”
Select from the “Forms and Instructions” section “Citibank Forms”
Select CB006 “Government Agency/Organization Program Coordinator
Setup/Maintenance” form

Citibank website: <http://www.citimanager.com>.

On the left hand menu mouse over “U. S. Federal Government Services”
Select from the drop down menu “Reference”
Select from the “Appendices to A/OPC Guides” “Program Forms”
Select CB006 “Government Agency/Organization Program Coordinator
Setup/Maintenance Form”

INSTRUCTIONS FOR COMPLETING CB004B FORM

Section II – enter the hierarchy number. The hierarchy number is 20071-20002 – MLC
5-digit hierarchy number - local 5-digit hierarchy number.

Section III – put an “X” after “Government Standard”. Quasi-Generic or Generic shall
only be checked when specifically directed.

Section IV - The member shall complete the entire section, legibility printed. **On line 14
“Discretionary Code 3, the member must enter their Coast Guard Employee ID
number.”**

Section V

Line 15 - Dollars per Cycle Limit – this is the authorized credit limit. The Coast Guard
standard is \$2,500. If an amount greater than \$2,500 is entered a Command justification
must be included. The justification is for internal Coast Guard record only and must be
filed with the application in the member’s personnel file.

Line 16 – leave blank at all times.

Line 17 – “ATM Access”, check applicable “Yes” or “No” and in “Cycle” enter a percent but not greater than 30. The maximum percent authorized under Coast Guard regulation is 30% with no exceptions.

Section VI – Ensure the member has completed the online training, has read and understands COMDT INST 4600.14 (series) and has completed the “Government Travel Charge Card (GTCC) Program Recommendation/Acceptance Statement”. When these have all been completed have the member sign and date the application.

Section VII - The current designated primary or alternate coordinator for the hierarchy identified in Section II must complete all four lines without exception. Instructions for faxing and/or mailing the completed form are contained in Section I line 3.